



CITY OF LOS ALTOS
Community Development
Building Division

Telephone No. (650) 947-2752 / Inspection Line (650) 947-2754

Subject: SOLAR / PHOTOVOLTAIC PANELS

Requirements for Permit Submittal

Submit two (2) sets of plans (four (4) sets for commercial projects), minimum size 11" x 17", which are drawn to scale or at the very minimum fully dimensioned, readable, legible, and include the following information:

1. Provide cover sheet with the following information:
 - a. Project address
 - b. Owner's name, address, phone number;
 - c. Name, address and phone number of the person preparing the plans;
 - d. Scope of work statement; reference current codes (i.e., 2007 C.E.C.)
 - e. Sheet index indicating each sheet title and number;
 - f. Legend for symbols, abbreviations and notations used in the drawings.
2. Specify on plans whether project is residential or commercial.
3. Specify system's KW rating.
4. Specify solar installer company.
5. Specify whether system is an inter-tie or stand alone system (i.e. battery back-up).
6. If system has battery back-up provide number, size and location of batteries.
7. If panels are rooftop mounted, provide existing roofing material.
8. Provide roof plan and a framing cross-section showing roof slope, size, spacing, span and direction of existing rafters.
NOTE: If rafters are over-spanned, provide framing details for proposed rafter strengthening. A building permit is required for any new framing.
9. Provide solar array mounting rack system specifications including roof frame attachment, rails and clamps.
10. Provide a simple plot plan showing property line locations, approximate location of all structures, the location(s) of the panel installations, and the main service location.
11. Specify the locations of all equipment and disconnects (i.e., located on exterior face of west wall of house and clarify any interior locations of equipment).

12. Provide a single line drawing of the electrical installation which includes the following information: PV panel layout; PV power source short circuit current rating; conductor and conduit size, type, locations and lengths of runs; wiring methods; grounding points; inverter location; disconnect locations; battery locations (if applicable); point of connection to the existing electrical system. Include the existing service size and number of meters.
13. Provide manufacturer's specification sheets on all components including but not limited to inverters and panels, which include the make, model, listing, size, weight, etc.
14. For one and two-family residences with sloped roofs, 36" of clearance is required on both sides of any ridge, hips and valleys. All commercial install will be reviewed by the Santa Clara County fire department.
15. Array installation clearances guide lines can be found at Office of State Fire Marshall photovoltaic installation web site.